

CITY OF HOUSTON
REQUEST FOR INFORMATION (RFI)
(PET ANIMAL TRANSPORT SERVICES)
SOLICITATION NO.: S10-I02634

Date Issued:	October 8, 2018
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Solicitation Due Date:	November 5, 2018 by 3:00 p.m. CST
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Pre-Submission Questions Deadline:	N/A
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Solicitation Contact Person:	Greg Hubbard Greg.Hubbard@houstontx.gov 832-393-8748
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Project Description: This RFI is for the transportation of dogs and cats from the City of Houston BARC Animal Shelter to facilities and organizations throughout north America.

NIGP Code: 040-09

1.0 General Information

The City of Houston ("City") intent of this solicitation is to gather information from the market as to what organizations are transporting dogs and cats to locations outside of Houston.

2.0 City of Houston Background

BARC is the only animal shelter within the city limits that is required to take in all cats and dogs from Houston residents no matter the animal's health, breed, or temperament. BARC's animal intake is between 26,000-28,000 annually. BARC is always at capacity so the transport partners play a vital role in reducing BARC animal population and increasing the live release numbers.

3.0 Contents of Intended Scope of Services

The City of Houston is requesting information on firms' abilities to provide a solution to incorporate the following attributes:

In an effort to assist the City in determining a need to go out with a future Request for Proposal (RFP) for Animal Transport Services, please e-mail me your completed submission after addressing each "alpha" topical area below with short summaries explaining your Best-in-Class processes and procedures for:

- A. Transport locations (States)
- B. Number of dogs and cats capable of transporting monthly
- C. Types of transport vehicles used and modified to ensure a safe and healthy transport for the animals
- D. Foster network size and qualifications
- E. Transport protocols
- F. Animal health and handling protocols
- G. Veterinary care practices
- H. Hiring practices for all staffers
- I. Names and backgrounds of all the principals and board members
- J. Annual number of animals transported broken down by dogs and cats
- K. Other functionalities suggested as a result of this RFI
- L. Provide any value-added services or procedures used to streamline efficiencies

4.0 **PROCESS**

BARC will review the submissions of this RFI to determine the expertise, capabilities, and the types of transport organizations that are available to the City of Houston. By issuing this RFI, the City has not committed itself to employ a Contractor for any or all of the above-described matters. The City reserves the right to disregard submissions and/or to solicit additional information. Please be advised that the information received may be utilized in a forthcoming Request for Proposal (RFP)

5.0 **REQUEST FOR INFORMATION (RFI) INSTRUCTIONS AND FORMAT**

Please submit the requested information by e-mail or mail to the City's Strategic Purchasing Department:

- 5.1 E-mail response to: Greg Hubbard at Greg.Hubbard@houstontx.gov
- 5.2 The City desires to minimize the submission of unnecessary RFI material. Please include the RFI No. "**S10-I02634**" in the body of your electronic submission.
- 5.3 The submission deadline for this RFI is **Monday, November 5, 2018 by 3:00 p.m. CST**. The City reserves the right to cancel, amend or extend the deadline for the RFI at its' sole discretion.

- 5.4 All costs directly or indirectly related to the preparation of a response to this RFI shall be the sole responsibility of and shall be borne by the Contractor or individual responding.
- 5.5 Information submitted in response to this RFI will not be released by the City, through (TPIA) Texas Procurement Information Act.